

## **Malvern Hills Gardening Club**

### **Constitution Rules**

#### **Revised version (EGM 2024)**

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1 The title of the Club shall be the Malvern Hills Gardening Club (hereafter called the Club).

2 The object of the Club shall be to encourage the cultivation of fruit, flowers and vegetables by means of exhibitions, lectures and any other means the Committee may determine.

3 The Club shall consist of members subscribing the annual sum agreed at the Annual General Meeting (AGM) each year. The subscriptions will be due on 1st January each year. Visitors will be welcome to attend and will pay for attendance at the rate agreed by Members at each AGM.

4 Members shall be entitled to attend all exhibitions, shows and meetings of the Club, with the exception of Committee meetings.

5 The minimum set of Officers of the Club shall consist of a President, Chairperson, Treasurer and Secretary, to be elected at the Club's AGM. A Vice-Chairperson may be appointed if a member is willing to fill the role.

6 The business of the Club shall be conducted by a Committee to be elected at the AGM. A quorum shall consist of at least 3 committee members, of which at least two shall be Officers. The Committee shall have the power to co-opt members on to the Committee if found necessary and to form sub-committees as they consider necessary.

7 Duties of Officers:

President - the President shall wherever possible attend the AGM. The President may, if they choose, preside over the AGM.

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Chairperson - the Chairperson shall preside over the AGM (unless the President chooses to do so) and over the Committee Meetings where she or he is present. In the event that the Chairperson is unable to attend a

Committee meeting, the Chairperson for that meeting will be selected by those members present.

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Vice Chairperson – if appointed, the Vice Chairperson shall support and assist the Chairperson and have the same rights and obligations, using them only when the latter is unable to do so and when necessary may stand in for the Chairperson on a temporary basis.

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Treasurer - the Treasurer shall supervise the accounts and finances of the Club, and present interim reports to the Committee at Committee meetings. They shall prepare and present the annual financial statement at the AGM. All cheques drawn on the Club's accounts shall be signed by two of the Chairperson, Treasurer or Secretary, or others who may be determined from time to time by the Committee subject to the appropriate notification being made to the Club's bankers. The Treasurer will collect the membership subscriptions, providing a receipt if asked to do so. They will collect any visitor fees collected at each meeting, and will hold the club's petty cash.

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Secretary - the Secretary shall wherever possible attend all meetings of the Club. They shall minute the proceedings of the AGM and Committee meetings and keep the records of those meetings. They shall present an overall report of the activities of the Club for that year at the AGM. They will conduct the general correspondence for and on behalf of the Club. They will maintain a list of members with their email addresses.

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8. The Annual General Meeting shall be held at such a place as the Committee shall determine within three months of the end of the financial year, on a date that, subject to possible amendment, can be included in the Club's annual programme of events issued to each member. The AGM shall consider the financial statement with the Treasurer's accounts for the year, the Secretary's and other reports for the year. Members present at the AGM shall elect the President, Chairperson, Treasurer, Secretary and Committee members each year. The AGM shall consider the financial statement and the Treasurer's accounts for the year, the Secretary's and other reports for the year. The normal term of office for an Officer will not exceed three years, unless the Officer indicates their willingness to continue in that Office, or another role on the Committee and is elected by the members at the AGM. Officers and Committee members may resign at any time during the three years and shall

give due notice of their intention to do so to the Club's Committee at least one calendar month, and preferably earlier, prior to the AGM.

9 The Club's accounts shall be kept by the Treasurer and shall be closed on 30 September each year. The Club's accounts shall be verified prior to the AGM.

10 A member may instruct the Secretary to call an Extraordinary Meeting of the Club providing that they and at least nine other members have signed a requisition, and that they have identified the specific matter to be addressed. The Secretary shall within fourteen days call the Extraordinary Meeting and no other business will be allowed to be discussed at the meeting.

11 Alterations, additions or amendments to this Constitution shall only be made at the AGM, or at an Extraordinary meeting called for the purpose. Notice of the intention to propose alterations, additions or amendments shall be made to the Secretary not less than fourteen days prior to the meeting.

12 In the event that the Club ceases to exist, the Committee shall consider and make recommendations to the Membership for the disposal of all the Club's assets, including cash. The Committee will draw up a list of Charities to receive any cash remaining after all the Club's bills have been paid and shall put these recommendations to the Membership. Members may recommend other Charities for consideration, and they shall support their recommendation with the justification for the donation, and notify the Secretary of the Committee at least two weeks before the recommendations are to be considered. The recommendations shall be considered and decisions made at the Club's final AGM, or at an Extraordinary Meeting called for the purpose.

13 This Constitution was originally passed at the AGM held at the Foley Institute, Poolbrook Road, Malvern on 23 November 2016 and was amended at the EGM on 14 October 2024

Signed:

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Trish Robinson Chairperson

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MaggieJo St John Secretary

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Mary Pillon Treasurer

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